G. R. S. IX-5]

Previous references.

Gen. 505-1842.

1917.

(Gen. Ins.)

File No. 577-17

Serial Nos. 1.

Later references.

Cancelled 37-1842.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for 1st January 1918.

SUBJECT.

Instructions issued for the transmission of confidential files from Districts to the Secretariat offices.

W D 85—GPB—50,000—24-7-16

Mirandola
8-4-18

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Jus No: 1212 of 1917-18
C

1) Several instances have come to my notice of confidential papers being passed on like ordinary files in the course of circulation without any precaution to ensure secrecy. Such papers should invariably be sent in boxes at every stage and suitable arrangements made for enforcing this rule. The Superintendents of Branches should be held responsible to see that it is strictly observed..

The Registrar will kindly examine what facilities are required and submit necessary proposals together with a draf~~t and~~ memo prescribing for the guidance of the office the procedure to be observed in such cases.

CK
14/2/18
JW

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

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2) Extract from file No GeoC. 60.17.

This has come open although file is confidential.

It ~~would~~ would be desirable to mark in red files confidential in each department and insist on their being sent in tin boxes.

(Sd.). ARB.
11/2.

Registrar.

2) Please take action as personally instructed to see that all confidential file are sent in boxes. Put up an office memo for guidance of Superintendents

(Sd) CSB
11/2/18.

'Extract'
Subd.
VS
12.2.18

4) Cash Sect.
Very early action
Sn.
12/2

S.R. 9/2/18

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

(page 3 G. M. 89-17

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Submd

Yes.

Submd

For carrying out these instructions a number of tin boxes of decent appearance should be kept in reserve and the required number supplied to all the Branches.

Crows will be placed with some Farm for making about 18 boxes (at 2 for each Branch or Sec).

In the meanwhile, the boxes which are being used by the Branch Secretariat Officers may be obtained for the purpose.

A draft G. on. is also put up, with the marginally-noted previous refers.

S. Or.

13/2/18

Yes

The draft O. M. may be approved.

Chief Sec

Issue

28/2/18

G-on. 505-15 — 8 (Ferg D)

A copy of the G on. No. G-12591 dated 20.8.1917 G-on. 82-K-1 (Ferg V)

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

WD 1233—7 GPB—60,000—1-12-16—S.

4

G. R. S. III-2

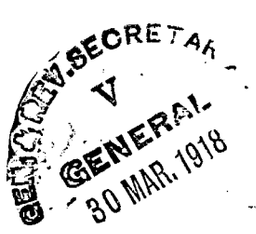
General and Revenue Secretariat.

G. R. File No. 57 of 1917.—W

Serial No.

G. M. O. G. 1189 & 28. 2. 1918

Some instructions to Heads of Branches and Sections for transmission of confidential files from Branches to Officers.



30/3/18

NOTE—Contn. sheet.

100 copies on Bandarshahi

G-Gn. 57-17-1

540

G.R.S. 34]

No. G. 12591

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE.

General and Revenue Secretariat.

( )

Office Memorandum.

To

the 28/2/1917

In continuation of the General Secretary's G.Gn. G. 12591 / G-Gn. S 2-16-1, dated the 20th March 1917, the following instructions are issued for the transmission of confidential files from Branches to the Secretariat Officers :—

(1) The files should invariably be sent in boxes at every stage and suitable arrangements made by the Officers for enforcing this rule.

(2) The Heads of Branches will be supplied with the required number of ~~boxes~~ with padlocks & Keys therefor, ~~in the course~~. Every time the box is transmitted, it should be duly locked and the key placed in a separate cover, bearing initials of the Branch Supdt. or the Secretariat Officer concerned at both the edges of the cover.

(3) In the meantime, the ~~boxes~~ dispatch boxes now available with the Secretariat Officers in charge of Branches may be utilised.

By Order

Chief Secy. & Treas.

GPB—10,000—13-8-10

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

No. G. 11989/G. M. 57-17-1 Dated, Bangalore the 28th February 1918.

Office Memorandum.

In continuation of the General Secretary's O. M. No. G. 12591/G.M. 52-16-1, dated 20th the March 1917, the following instructions are issued for the transmission of confidential files from Branches to the Secretariat Officers:—

(1) The files should invariably be sent in boxes at every stage and suitable arrangements made by the Officers for enforcing this rule.

(2) The Heads of Branches will be supplied with the required number of boxes with padlocks and keys therefor. Every time the box is transmitted, it should be duly locked and the key placed in a gummed cover, bearing initials of the Branch Superintendent or the Secretariat Officer concerned at both the edges of the cover.

By Order,

C. S. BALASUNDARAM IYER,

Chief Secretary to Government.

GRSM.540